

MSS - REMINDER OF DATES

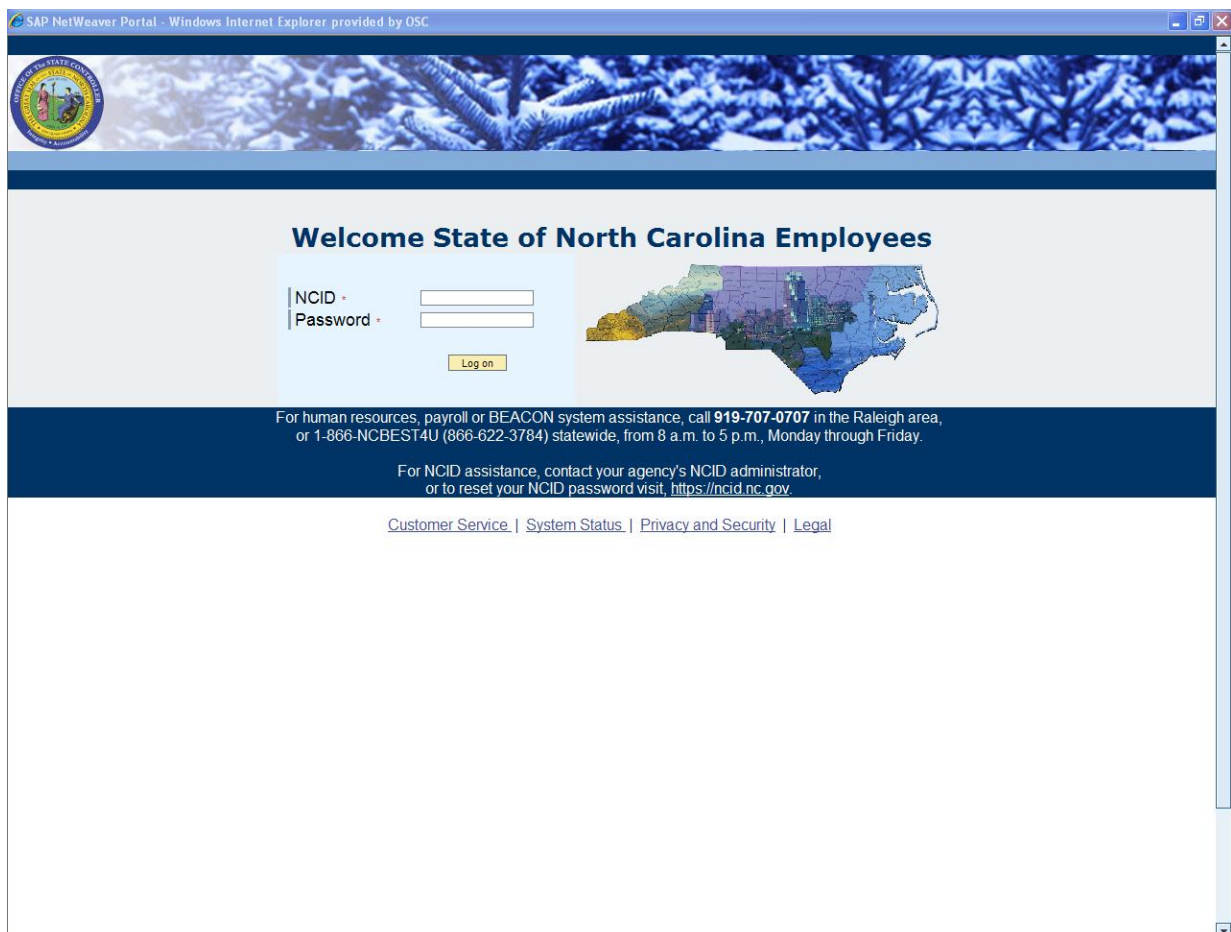
The Manager Self Service (MSS) – **Reminder of Dates** service is located on the main 'My Staff' page in MSS.

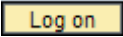
Managers will use the **Reminder of Dates** to monitor important upcoming dates and deadlines for their employees. The reminders include tasks from *Infotype 0019, Monitoring of Tasks* on the employees' master Human Resources records. *See the Notes section on Page 6 of this Job Aid for a table containing the list of Monitoring of Tasks codes for a given event.*

The reminder events include Training, Credentials Checks, Return from LOA, etc. The employees' birthdays are also included in this display.

REVIEWING REMINDER DATES

1. To access the MSS application log onto the BEACON Portal.



2. Enter your NCID and password.
3. Click the 'Log on'  button.



Information: After the initial log-on, there will be no additional log-on prompts to access business functions due to the Single Sign-On (SSO).

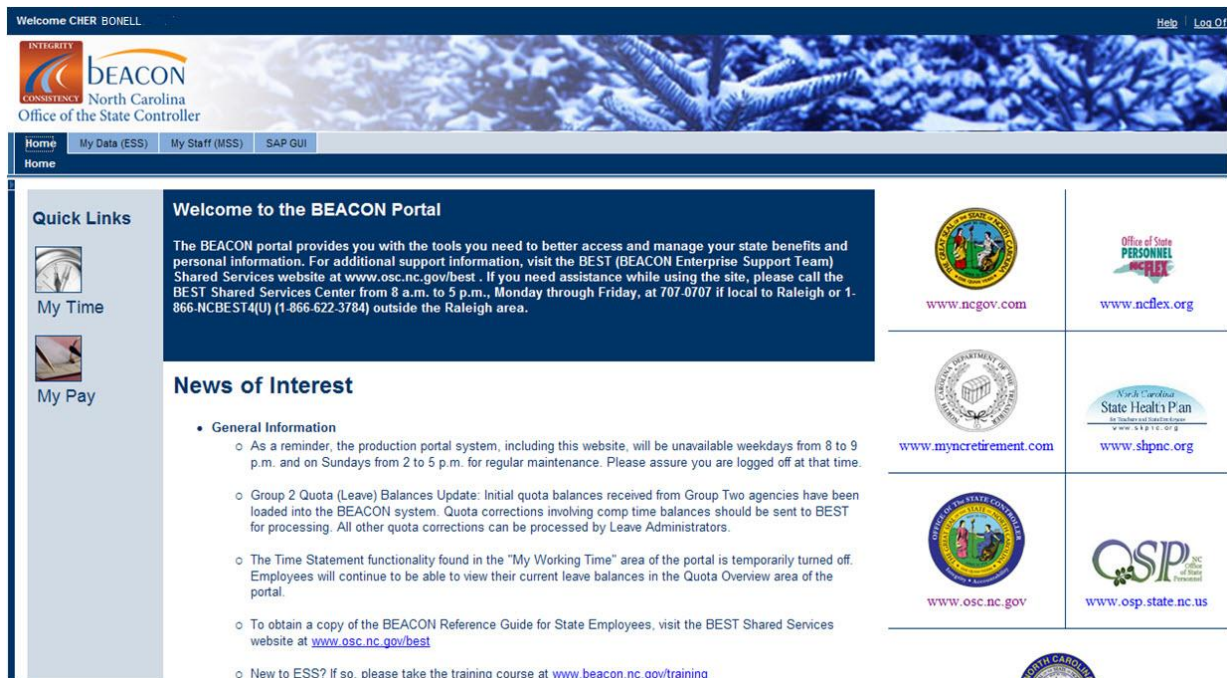


Information: After you logged on, the business packages and tabs on the main page will vary by the user depending on their roles and authorizations. For example, only managers will see a tab on their screen for **My Staff (MSS)** when they log onto the portal.




Critical: When using web applications that maintain or create data, always ensure you leave the application (or log off) when you complete work. This will prevent the record from locking.

4. After you log on, the BEACON Home Page defaults.



The screenshot shows the BEACON Portal Home Page. At the top, it says "Welcome CHER BONELL" and "Help Log Off". Below this is a banner with the BEACON logo and "North Carolina Office of the State Controller". A navigation bar includes "Home", "My Data (ESS)", "My Staff (MSS)", and "SAP GUI". The main content area is titled "Welcome to the BEACON Portal" and provides information about the portal's purpose and contact details. A "Quick Links" sidebar on the left includes "My Time" and "My Pay". A "News of Interest" section lists several items under "General Information". On the right, there are logos and links for various state services, including "www.nc.gov", "www.ncflex.org", "www.myncretirement.com", "www.shpnc.org", "www.osc.nc.gov", and "www.osp.state.nc.us".

5. Click the 'My Staff (MSS)'  tab.
6. The **My Work Overview** screen displays. There are three sections of the **My Work Overview** screen:

Section 1: Approve Time Sheet Data

Welcome CHER BONELL Help Log Off

BEACON
North Carolina
Office of the State Controller

Home My Data (ESS) **My Staff (MSS)** SAP GUI

Overview

Detailed Navigation

- My Work Overview
- My Team
- My Help

Approve Time Sheet Data

1 2 3
Collective Approval Review and Save Completed

View: Weekly View - Simple

Collective Approval

Employee	Empl/appl.name	From	To	Message	Number	Target Time	Approval	RejectionReason
998877	Roger Ratcliff	07/05/2009	07/11/2009	!	7 H	40 H	Approve All	
8643579	Tess Poindexter	07/26/2009	08/01/2009		40 H	40 H	Approve All	
1854321	Teresa A Schwartz	07/26/2009	08/01/2009		40 H	40 H	Approve All	
1234567	Greta Van Buren	07/26/2009	08/01/2009	!	32 H	40 H	Approve All	
998877	Roger Ratcliff	08/16/2009	08/22/2009	!	4.500 H	40 H	Approve All	

Previous Step Review

Section 2: Reminder of Dates

Reminder of Dates

December 2009 Dates/Task for Direct Reports - Line Supv (002)

Date	Event	Name
12/8/2009	10 Days	Greta Van Buren
12/17/2009	Date of Birth	Teresa A Schwartz

Row 1 of 2

Display Month [Previous](#) | [Next](#)



Information: In this section, you will be able to view events for all of your employees for the current month. To select a different month, click the 'previous' and 'next' hyperlinks.

Display Month [Previous](#) | [Next](#)

See the Notes section on Page 6 of this Job Aid for a table containing the list of Monitoring of Tasks codes for a given event.



Information: If there is a question concerning an event, contact your Agency's HR Office.

Section 3: Leave Request: Approval

Leave Request: Approval

1 2 3
Display and Edit Review and Send Completed

[Show Team Calendar](#) [Hide Worklist](#)

Requests waiting for approval

Date of Request	Requester	Type of Leave	From	To	Used
8/27/2009	Greta Van Buren	Approved Leave	8/31/2009	8/31/2009	4.50 Hours , 3.50 Hours
8/27/2009	Greta Van Buren	Approved Leave	8/31/2009	8/31/2009	4.50 Hours , 3.50 Hours

Row 1 of 2

7. To view the **General Information** screen, click on 'General Information'. The **Employee Search** screen displays a list of employee names.

Welcome CHER BONELL [Help](#) [Log Off](#)

BEACON
North Carolina
Office of the State Controller

[Home](#) [My Data \(ESS\)](#) [My Staff \(MSS\)](#) [SAP GUI](#)

Overview

Detailed Navigation

- My Work Overview
- My Team
 - Employee Information
 - General Information**
 - Employee Working Times
 - Reporting
 - Work Schedule Job Aid
 - My Help

Employee Search

Supervisor View: [Direct Reports](#)

Display: [Organizational Information](#)

[Personalize](#) [Filter On](#)

Name	Personnel Number	Organizational Unit	Position	Personnel Area	Personnel Subarea
Greta Van Buren	01234567	Personnel Analyst III	Personnel Analyst II		7day Norm
Teresa A Schwartz	01654321	Personnel Analyst III	Personnel Analyst II		7day Norm
David Ryder Dean	00223344	Personnel Analyst III	Personnel Analyst II		7day Norm
Roger Ratcliff	00998877	Personnel Analyst III	Personnel Analyst II		7day Norm
Tess Ponder	08643579	Personnel Analyst III	Intake Specialist		7day Temp

Row 1 of 7

Data as of 12/8/2009, 1:48:21 PM [Refresh](#)



Information: To view **General Data** on a specific employee, click on the employee's name in the *Name* column.

8. The **General Data** screen displays for the employee you selected.

The screenshot shows the 'General Data' window for employee Greta Van Buren (ID: 01234567). The window is divided into several sections: Contract Data, Communication Data, Organizational Assignment, and Personnel Structure. The Contract Data section includes fields for Contract Text, Start Date (8/21/1991), and Cap.Util.Lvl (100). The Communication Data section includes E-Mail Address (GVB@STATE.NC.US), Office, and Telephone (919-555-5555). The Organizational Assignment section includes Org. Unit, Position (Personnel Analyst II), Cost Center, and Payroll Area (NC Monthly). The Personnel Structure section includes Personnel Area, Pers. Subarea (7day Norm), EE Group (SPA Employees), and EE Subgroup (FT N-FLSAOT Perm). Below the General Data window, there is a 'Monitoring of Tasks' table and a 'Company Property' section.

Status	Date	Reminder	Task
New task	12/8/2009	12/8/2009	10 Days

Company Property: No data available



Critical: If a Monitoring of Tasks Date has passed (i.e. expired), contact your Agency's HR Office.

NOTES

The table below contains the list of the *Monitoring of Tasks (IT0019)* codes used for a given event.

Monitoring of Tasks Codes		
Code(s)	Description	Purpose
01	End of Probation	The normal probation period is 3 to 9 months.
02	End of Training Progression	Reminder based on the length of the specific timeframe.
04	Acting Pay	Reminder based on the length of the specific timeframe.
05	Credential Verification	Reminder to be verified within 90 days per policy.
06	Temporary Appointment	Reminder based on the length of the specific timeframe.
07	Workers' Comp (7 Day)	Reminder for the end of the workers' comp waiting period to change the action for the appropriate reason for the eighth (8) day of the workers' comp.
08	S/T Disability (60 Days)	Reminder for the end of the short-term disability waiting period to change the action for the appropriate reason for the 61st day if the disability.
09	Military RAD 30 Days Paid	Reminder for the end of the 30 days to change the action for the appropriate reason.
19	End of Contract	Reminder for the end of the contract.
20	JB Appointment Ends	For Judicial Branch use only.
21	Elected Appt Ends	Reminder for the end of the appointment.
22	RIF Eligibility Ends	Reminder for the end of the RIF eligibility.
24	Est Leave Run Out	Reminder for the end of the leave.
25	Est Return Date	Reminder for the return date.
26	Est End of Sal Cont	Reminder for the end of the salary continuation.